



Road Naming and Premises Numbering Policy

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Type:	Council
Category:	Planning and Infrastructure
Relevant Community Plan Outcome:	<ul style="list-style-type: none">• An urban environment that is adaptive to a changing and growing City.• Practise transparent and accountable governance.
Responsible Officer(s):	General Manager Asset Management Services and Manager Information Services
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Applicable Legislation:	Local Government Act 1999 Geographical Names Act 1991
Related Policies:	Public Consultation Policy
Related Procedures:	Road Naming and Numbering Guidelines/ Procedure

1. Purpose

The City of Charles Sturt has adopted the following policy for the naming of public roads and streets within its area, for the numbering of premises in these roads and streets, and for clearly identifying the premises by displaying numbers of the premises in these roads and streets

The Geographical Names Act 1991 provides powers to the Minister and the Geographical Names Board to control the naming of ‘places’, however it does not specifically apply to the naming of roads or streets. The authority to assign and changes names of roads is given to Councils via Section 219 of the Local Government Act 1999.

2. Scope

This Policy establishes a standard for Road Naming, Premises Numbering and Displaying of Premises Numbers within the City of Charles Sturt. Its application will ensure a consistent approach across the City.

This Policy applies to all existing and proposed roads in the City of Charles Sturt, inclusive of public and private roads.

3. Policy Statement

3.1 Road Naming

Assigning or changing a road name requires a resolution of Council, with the notification process set out in Section 219 of the Local Government Act 1999. Notification to the public will be in the form of a public notice in the Government Gazette and in a newspaper circulating generally throughout the State. In accordance with the spirit of Council's Public Consultation Policy, notice of a new or altered road name will also be placed in the local editions of the Messenger Press.

Encouragement to Property Owners to Adopt Formal Road Names

Property owners may apply names to any parts of their private land but generally service authorities refuse to acknowledge road names that have not been endorsed by Council.

To avoid confusion that can be caused by the use of unofficial names, property owners are encouraged to liaise with Council if they want a name assigned to a private road.

Principles for Choosing a Name

The following principles are to be considered when choosing names for roads within the City of Charles Sturt.

Road names should either:

- reflect the Kurna or local heritage of the locality;
- identify one of the characteristics of the place;
- recognise Kurna, pioneers or eminent persons who lived in the area or in the City;
- acknowledge names of persons who have given extended service within the City; such as Councillors who have served not less than 10 years on this Council;
- be a derivative of a nearby or adjoining existing road name; or
- continuation of a road naming theme in the area, if applicable.

Such names however, should:

- be capable of easy pronunciation, and
- not have been used elsewhere in the same suburb.

Consultation shall occur with the Councillors for the ward in which the road is situated.

Practicalities for the Selection of Road Names

The practical application of road names to maps and plans should be considered.

Long street names should not be allocated to short roads as the inclusion of such names on street directories and other maps can result in name crowding difficulties for the mapmakers and confusion or uncertainty for the people using the maps.

Processes for the Selection of Road Names

The naming process will be initiated if:

- a request is received from an affected land owner or their agent,
- Council resolves that a name change be investigated, or
- it is deemed by Council staff to be in the public interest.

For naming of roads or renaming of roads, the Ward Councillors will be consulted on potential names as the basis for consideration and consultation prior to a formal report and resolution by Council.

Timing the Changing of Road Names

The time when the new name applies shall be the effective date stated as part of Council's resolution. If no date is stated in the resolution, the effective date will be the date of Council's resolution.

An effective date will be recommended after consideration of the following issues:

- In respect to renaming an existing road, the impact on existing property owners, residents, tenants and occupiers. For example, the time required to advise relevant parties to change letterhead stationery and advertising references.
- Potential confusion for people using maps and street directories that effectively become out of date.
- The desire of some developers to sell "off the plan" and the desire of new owners to know their new address at an early stage.

Charging for Services

The service of naming a *public road* shall be provided free of charge because:

- This service is a statutory obligation, and
- This service provides a benefit to the community in providing consistency and control over road naming.

Where a road name is required in respect of a *private road*:

- Private land owners are not obliged to seek Council's approval for naming their land; and
- Notwithstanding, there is a benefit to the community in encouraging private landowners/developers to select names that are acceptable to the community and to obtain Council endorsement for those names;
- In such cases where a private road (or roads) is (are) created as part of a residential development and on request from the owner/developer to provide road names Council may seek to recover the costs of processing such request.

3.2 Numbering of Premises

Council's objective is to have every address site within the boundary of the Council area given a number or number range. Such areas include public reserves, schools, buildings, and all other fixtures and locations situated in urban thoroughfares, which are not numbered but which require road addresses to establish their locations.

This policy has been developed within the authority stated in Section 220 of the Local Government Act 1999 and in line with the 2011 Australian / New Zealand Standard for Geographic Information – Rural and Urban Addressing.

This policy does not apply to numbers assigned prior to 1 March 2002. The principles of this policy will be followed where historical anomalies exist in relation to road numbering. Council will endeavour to resolve numbering to the satisfaction of all parties involved using the standards defined in this policy.

Displaying of Premises Numbers

Council's objective is to have all premises within the City of Charles Sturt, including residences, shops and other buildings, display adequate identifying numbers.

Council has taken into account the need to have premises clearly identified for the efficient delivery of mail and so that emergency services, other service providers and the general public can easily locate premises.

Under Section 220(6) of the Local Government Act 1999 an owner of land must, at the request of Council, ensure that the appropriate number for the owner's building or allotment is displayed in a form directed or approved by the Council.

Residential Premises

All premise numbers should be easily identifiable from a stationary vehicle located on the adjacent roadway.

When properties have no street frontage numbers must be identifiable from the access road/private laneway adjacent to the property.

For houses such as those in inner city suburbs which are less than 1.5 m from the front property boundary the number should be placed in a prominent position to the left-hand side or adjacent to the main entrance to the house.

For houses that are more than 1.5 m from the front boundary, the premise number should be placed on or near the front gate. If the premise has no front fence or gate, the number should be placed on the letterbox or other feature facing the street. [Australia Post prefers the premise numbers to be displayed on the letterbox where a letterbox is provided.]

Ideally the numbers should be located 750 mm to 1.5 m above the ground level and on the left-hand side of the door or gate.

Numbers should be at least 75 mm high to ensure they can be seen from the roadway and use colour combinations which provide strong contrast between the number and the background, such as black and white. Visibility is improved by using retro-reflective material for either the number or the background. For numbers placed on letterboxes consider using raised numbering (tactile) to assist the vision impaired.

Industrial and Commercial Premises

Premise numbers should be displayed in a prominent position to the left side of the driveway main entrance and/or the façade of the building and in a way that makes it easy for the number to be seen clearly by pedestrians and motorists.

Commercial buildings require the same type of premise numbers as residential premises. Although the minimum required height of number is 75 mm, larger numbers are encouraged. Owners should consider displaying numbers which are in scale with the size of the building and which enhance its appearance.

Kerbside Numbering

In addition to the displayed premise numbers, Council will permit WatchSA Groups to install, at their cost, kerbside numbering on premises within the City of Charles Sturt and provide these Groups with the necessary number templates. All such kerbside numbering must be installed in accordance with Council's Standards for Uniform Kerbside Numbers.

Allocation of Number

Council will allocate numbers for all premises in accordance with its Road Naming and Premises Numbering Policy. Any property owner seeking the allocation of a street number should contact the Council offices.

Promotion and Enforcement

Council will promote the display of premise numbers within the City, in particular using the following methods:

- include an advisory note regarding premise numbering in the conditional approval of each development application processed;
- include a copy of this policy in the New Residents kit;
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- participate in any joint promotional campaigns arranged by Australia Post and/or emergency service providers.

This policy will only be enforced using Council's powers under Section 220(6) of the Local Government Act 1999 on the basis of complaints received.

3.3 Consultation

Consultation needs to be undertaken with the Ward Councillors and affected property owners and residents (where they are not the owner)

Following Council's decision making process and if agreement is reached to change the name of a public road, notification needs to be undertaken with relevant agencies including the Registrar-General, Surveyor-General, Valuer-General, Australia Post, Australian Electoral Commission, SA Ambulance Service, SA Metropolitan Fire Service, SA Police, State Emergency Services, Local Government Association and Royal Society for the Blind. Notification to the public will be in the form of a public notice in the Government Gazette, in a newspaper circulating generally throughout the State and also be placed in the local editions of the Messenger Press and a letter informing affected property owners and residents (where they are not the owner).

Communication and consultation with affected parties is required to a level that is appropriate for the resident or business at hand. The appropriate level of consultation for the processes covered by this Road Naming Policy is defined herein.

Consultation is two-way communication where Council will consider all comments presented to them, but Council is not obliged to comply with the presented comments.

3.4 Associated Procedures and Documentation

The Manager Information Systems is responsible for managing the processes related to allocating premises numbers to properties. These processes overlap with the processes for naming roads. The relevant manager (in the case of new subdivisions, Manager Planning & Development, and for all other cases, Manager Engineering Strategy & Assets) and Manager Information Systems are to coordinate processes to maximise efficiencies in cost and effort.

The procedures for naming roads and allocating premises numbers are contained in the Road Naming and Numbering Guidelines / Procedure

4. Definitions

List all key terms and acronyms that are used in the policy, and their definition.

Key Term – Acronym	Definition
Private Road	A trafficable route with the right of passage restricted to the owner of the land and other persons possessing the in-principal consent of the owner(s)
Property	Real estate owned, occupied or to which an interest can be maintained in by defined persons or parties. NOTE: A property may comprise more than or less than one land parcel of address site
Public Road	A road under appropriate road or land legislation and which the public is entitled, as of right, to use as a thoroughfare or access. NOTE: A public road may or may not be formed or constructed